**Article I - Name**

 **Section 1** - The name of the organization shall be Ebony Nurses Association of Tacoma (ENAOT).

**Article II - Purpose**

 **Section 1** - Ebony Nurses Association of Tacoma is organized exclusively to foster and promote charitable, scientific or educational aims as those terms are defined in Section 501©(3) of the Internal Revenue Code of 1986, as amended, and including the corresponding provisions of any subsequent federal tax laws (the “**Code”**). The corporation shall exist to provide a forum to:

a) Improve health care within the Tacoma-Pierce County Metropolitan area by providing and promoting health and education.

b) Recruit people of Black/African American descent into the Nursing field.

c) Provide scholarship support for African American nursing students.

d) Provide mentoring/support for African American nursing students.

e) Promote and support members’ professional development

**Article III - Membership**

**Section 1 –** The membership of ENAOT shall consist of Voting Members with dues paid for the current year.

**Section 2** – The right to hold office in any capacity shall be open only to voting members.

**Section 3** – The membership of the organization shall be on an annual basis and shall consist of any African American Registered Nurse, Licensed Practical Nurse or Nursing Student.

 **Section 4** – An Affiliate member is a non-nursing individual who provides support to the organization. The dues will be $10 per year. This person will have a non-voting status.

**Article IV - Dues**

**Section 1 –** The dues of members shall be $50.00. For students in pre-licensure programs (i.e. RN, LPN), dues shall be $10 annually. Dues must be paid within the first quarter of the fiscal year for all members. *Membership dues are NON-REFUNDABLE.*

**Section 2 –** A voluntary donation of $10.00 annually paid within the first quarter will be requested from each member to support the Sunshine Committee Activities. Monies will be paid to the Petty Cash fund.

**Article V - Meetings**

**Section 1 - The** regular meeting of the organization shall be once monthly on the fourth Sunday. Call meetings may be held when deemed necessary by the Executive Committee. Approximately 48hrs notice to the membership shall be given.

**Section 2** – During July – August, no meetings will be scheduled. However, the organization provides support for many on-going related programs. Members will be informed via email or other communication/social media systems.

**Article VI - Officers and Duties**

 **Section 1 - The** officers of the organization shall be President, Vice-President, Treasurer, Financial Secretary, Recording/Corresponding Secretary and Parliamentarian. Officers shall be elected by ballot. They shall be elected by majority vote at the May meeting, when a quorum is present (50% +1). They shall serve for two years or until their successors have been elected. They shall be installed at the June meeting and the term officially begins July 1. Officers should not be absent for more than two consecutive meetings without communication to the organization. On the third absence of an officer, the issue will be referred to the Executive Committee.

The following officers shall be Bonded: President, Treasurer, Financial Secretary, and possibly one designated member approved by the membership.

**Section 2 – The President**

a) The President shall preside at meetings and delegate authority to all other Chairpersons of committees (or members).

b) The President of ENAOT shall maintain contact with other organizations to facilitate the purpose and accomplish the goals of ENAOT.

 c) The President serves in an ex-officio capacity on all committees.

 **Section 3 – Vice President**

a) The Vice President shall cooperate with the President in promoting the purpose and general interests of the organization and shall perform other duties as assigned.

 b) The Vice President shall preside in the President’s absence.

 **Section 4 – The Recording/Corresponding Secretary**

a)The Recording/Corresponding Secretary shall record the minutes, do all filing, and keep a record of all proceedings of the organization and any other duties pertaining to the office.

 b) The Recording/Corresponding Secretary shall send minutes and notices of all meetings of the organization.

c) The Recording/Corresponding Secretary shall prepare and keep an updated roster of names and contact information of the members for distribution.

 **Section 5 – Financial Secretary**

1. The Financial Secretary shall maintain records of dues and payments received. An itemized ledger of all financial transactions will be maintained; and a list of all dues paid will be kept.
2. Collect and record all monies, issue a receipt, and then turn it over to the Treasurer for deposit within 7 days.
3. The Treasurer in cooperation with the Financial Secretary shall prepare an annual (September-June) financial report. The report should be submitted at the last meeting of the year (June) with a copy given to each voting member.
4. An annual Internal or External audit will be conducted before June 30th of the Treasurer’s records by a reputable accounting firm. The Treasurer shall submit any required financial forms.

 **Section 6 – The Treasurer**

a) The Treasurer shall be custodian of all funds received from the Financial Secretary and shall be deposited within 7 days. Shall keep a regular accounting which shall be open to inspection by any member at any time. A written report of all transactions shall be given at each meeting of the organization.

b) The Treasurer will circulate the most recent bank statement at the monthly meeting of the organization. The online bank statement can be presented at the meeting.

c) The Treasurer in cooperation with the Financial Secretary shall prepare an annual (September-June) financial report. The report should be submitted at the last meeting of the year (June) with a copy given to each voting member.

d) An annual Internal or External audit will be conducted before June 30th of the Treasurer’s records by a reputable accounting firm. The Treasurer shall submit any required financial forms.

e) All financial decisions must be agreed upon by a majority at a meeting with a quorum present.

f) All financial transactions and checks will require the signature of two members, the Treasurer and one other officer.

 **Section 7 – The Parliamentarian**

a) The Parliamentarian shall call the ruling of all motions that have been presented to the body, according to the revised Robert’s Rules of Order.

b) Revised Robert’s Rules of Order shall constitute the ruling authority of the meetings of the organization, in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

c) Serves as the chair of the By-Laws Committee. By-Laws are reviewed every 2 years.

 **Section 8 – The Sunshine Representative**

a) Appointed by the President. May be a volunteer.

b) The Sunshine Representative shall send cards or plants to any member of ENAOT during special occasions, illness, or sympathy.

 c) Submit receipts to Treasurer for reimbursement from the Petty Cash fund.

**Article VII - Fiscal Year**

 **Section 1** – The fiscal year of the organization shall run September 1 through August 31.

**Article VIII - Amendments**

 **Section 1** - These By-Laws may be amended by a quorum of voting members assembled at any regular meeting of the organization, provided the members are notified of the proposed changes two weeks prior to the regular meeting where voting will take place.

**Article IX - Committees and Duties**

 **Section 1** – Committee members shall be on a voluntary basis or appointed by the President. Standing committees shall be Membership, Scholarship and Education, Nominating, Fundraising, and Publicity and Public Relations.

Executive (consisting of President, Vice President Recording/Corresponding Secretary, Financial Secretary and Treasurer).

 **Section 2** – **Membership Committee**

a)The Committee should attempt to recruit nurses of Black/African American descent in the area and inform them of the organization. It should also be responsible for retention of members.

 **Section 3 – Scholarship and Education Committee**

 a) The Committee shall set up and administer guidelines for scholarships

 b) The Committee shall monitor the ENAOT website for applications. Applications are automatically forwarded to the email of two committee members from the website.

 c) The Committee shall review all applicants according to the organization’s scholarship criteria and prioritize a list for consideration. The Committee shall submit a list of applicants for consideration to the organization at a designated meeting.

d) The committee will propose a specific monetary award, which will be voted on by the organization at a monthly meeting. Selection of the recipient and amount of scholarship will be decided at a designated meeting.

e) The scholarship award will be announced at a designated meeting. The recipient will be asked to attend the meeting to be recognized.

f) The scholarship will be awarded to applicants for an LPN Program for payment in the second half of the program. For applicants in an RN Program, the scholarship will be awarded in the final year. Applicants in Advanced Nursing Degree programs will be awarded in the last 2 quarters of the program.

 **Section 4 – Nominating Committee**

a) The Committee shall be appointed at the March meeting, in the year of elections.

 b) The Committee shall bring forth a slate of candidates for officers at the May

 meeting. Always ask for volunteers from the floor.

 **Section 5 – Fundraising Committee**

a) The Committee shall submit ways and means to implement programs and activities submitted to the organization for action.

b) The primary focus of the committee will be to present ideas to generate scholarship funds.

**Section 6 – Executive Committee**

1. The Committee shall be responsible for transaction of business of the organization in the interim of a regular meeting.
2. Has authority to call a meeting.
3. Responsible for officer attendance problems.

 **Section 7 – Publicity and Public Relations Committee**

a) The Committee shall contact the news media and inform them of upcoming events and programs of the organization in a timely manner. Publicize upcoming events and programs (i.e. Press Releases and flyers).

b) The Committee shall monitor our social media accounts for inquiries and comments regarding ENAOT activities.

**Article X - Audit / Financial Review**

 **Section 1** – **Financial Review and Statement**

a)The accounts of the organization and the Treasurer shall be reviewed by an accountant or reputable firm at least once per year.

 b) An annual financial statement based on the review shall be submitted by the Treasurer to the general membership at the beginning of the fiscal year.

**Section 2 –** Upon dissolution or liquidation of the organization, its assets shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributes to the federal government, or to a state or local government, for a public purpose.

**Article XI - Incorporation**

 Section 1 – In order that it may avail itself of, and have the advantage emanating from corporate existence, the Ebony Nurses Association of Tacoma shall exist as an incorporated body.

**Adoption and Revisions:**

Adopted: Spring 1971 at Tacoma, Washington

Revisions:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Dec, 1975 | 6. May 2014 |  |  |  |  |
| 2. Nov, 1979 | 7. Nov 2020 |  |  |  |  |
| 3. Oct, 1988 | 8.  |  |  |  |  |
| 4. June, 2004 |  |  |  |  |  |
| 5. June, 2012 |  |  |  |  |  |